

Worksheet for Developing Work System

Answers Four Questions: How much work? What work? How will I know when finished? What comes next?

CONCEPT	WHAT YOU KNOW	PLAN
What kind of work system?		
Length of work system?		
Layout: L-R, T-B, TD, other?		
Location of system? How to get to it?		
Match to task? Other?		
Receptacle for cues needed? What kind? Where?		
How to keep track of place?		
How to teach work system?		
Does system answer four questions?		